

**YANCEYVILLE TOWN COUNCIL
MEETING MINUTES
Tuesday, March 7th, 2023
6:00pm**

The meeting of the Town Council was held in the Yanceyville Town Council Chambers at the Yanceyville Municipal Services Building located at 158 East Church Street, Yanceyville, NC and streamed through the WebEx platform on Tuesday, March 7th, 2023, at 6:00pm.

Council Members present: Mayor- Alvin Foster, Mayor Pro Tem- Odessa Gwynn, and Keith Tatum

Council Member absent: Brian Massey

Staff present in person: Kamara Barnett-Town Manager/Clerk, Georgetta Swann- Deputy Clerk, Lee Farmer- Town Attorney, Kathryn Hinton-Administrative Assistant, and Bradley Davis- Planning& Zoning Services

Item 1: Call to Order

Mayor Alvin Foster called the Town Council Meeting to order at 6:03 pm. The meeting opened with a prayer. He asked all to stand for the pledge of allegiance. Mayor Foster also stated that the Yanceyville Town Council rules and procedures reflect the revisions of the North Carolina open meeting law of the North Carolina General Statutes, a copy of the Yanceyville Town Council rules and procedures are available upon request. Yanceyville Town Council also has rules and procedures for electronic meetings that reflect the revisions of the North Carolina open meeting law of the North Carolina General Statutes, a copy of the Yanceyville Town Council rules and procedures are available upon request.

Item 2: Review and Adoption of Agenda – Mayor & Council

Mayor Foster added Item 4a: Caswell County GOP Building Request. After a brief review, Mayor Pro Tem Gwynn made a motion to adopt the agenda with said amendments. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 3: Consent Agenda

a.) Minutes from February 7th, 2023, Town Council Meeting.

Mayor Foster asked Town Council to review the Consent Agenda. After a short review, Councilman Tatum made a motion to adopt the Consent Agenda as presented. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 4: Public Comment

None

Item 4a: Caswell County GOP Building Use Request

Mayor Foster explained that the Town has considered Building Use request several times in the past, and the Building Use Policy indicates if a political party or any political affiliation request to utilize the building it must be approved by Town Council. Mayor Foster noted that the Caswell County GOP would like to use the Yanceyville Museum of Art-Municipal Building on Saturday, March 25th, 2023, from 9am- 12pm for their Annual Convention.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion to allow the Caswell County GOP the use of the Yanceyville Museum of Art-Municipal Building on Saturday, March 25th, 2023, from 9am- 12pm for their Annual Convention. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 5: Water and Wastewater Treatment Facilities Update: Gary Stainback, Inframark Representative

Mayor Foster introduced Gary Stainback, Inframark. Mr. Stainback updated and presented Town Council the monthly update as follows:

Yanceyville Water Treatment Plant

Collected Disinfection by Products (DBP) samples, which consisted of Trihalomethanes (THM) and Haloacetic Acids (HAA), on February 22nd. The sample results for the sites at County Home Road and New Walter Mills Road indicated compliance with this sampling event. These results also returned our running average levels back to compliance (less than 80 parts per billion).

Finished water pump check valve was repaired.

Town, Inframark and engineers met on February 24th (through conference call) to discuss the ongoing issues with water distribution system water quality issues. Engineers provided a copy of an existing water hydrant flushing plan for the group to review and update if needed.

Met with staff to reiterate the policy to maintain plant security, by keeping the gates locked throughout the day.

Staff continues to collect distribution water quality samples throughout the week and collaborate with Public Works on specific hydrant flushing needs.

Yanceyville Wastewater Treatment Plant

The wastewater treatment plant experienced a mechanical failure of the treatment reactor automatic decanting valve. Troubleshooting and repairs included control diagnostics, replacement of a faulty control cable and capacitor as well as replacement of the decanter actuator motor. A new limit switch will be ordered to finalize the overall repairs to this unit.

The above-mentioned mechanical issues resulted in elevated effluent concentrations for biological oxygen demand (BOD) and suspended solids (TSS). Compliance samples have been collected and staff is currently waiting on results for the commercial lab.

Facility January State Compliance Report was filed in February and indicated compliance for that reporting period.

Met with staff to reiterate the policy to maintain the plant security, by keeping the gates locked throughout the day.

Mayor Foster thanked Mr. Stainback for presenting a detailed report.

Item 6: 2023 First Friday/Cruise- In Event Calendar- Kathryn Hinton, Administrative Assistant

Mayor Foster introduced Ms. Kathryn Hinton to Town Council. Ms. Hinton noted that the schedule for the 2023 First Friday/ Cruise- in has been finalized with a variety of music genres such as, gospel, country, beach, boogie, and blues. Ms. Hinton noted that she is searching for food trucks to sell food at these events, and if any one has a contact and willing to provide please contact the Town.

| | |
|---------------------------|----------------------------------|
| May 5 th | Unlimited Grace & Beyond Blessed |
| June 2 nd | Kings of the Highway |
| June 30 th | Retro Band |
| August 4 th | Matthew Boswell Band |
| September 1 st | Boule |
| October 6 th | Doug Prescott Band |

Item 7: Consideration of board seat for Caswell County Economic Development Commission to include, the Caswell Chamber of Commerce, Piedmont Community College, NC Cooperative Extension- Caswell County, and the Caswell Heath Collaborative

Mayor Foster explained that there are certain seats on the Caswell Economic Development Commission that are permanent seat and have voting rights and others are ex officio seats. Mayor Foster indicated that the EDC suggested adding seats to the Commission as permanent voting seats. He noted that to make this official the Town of Milton, Town of Yanceyville, and Caswell County being three entities that make up the Economic Development Commission have to take action.

Mayor Foster made a motion to add the Caswell Chamber of Commerce, Piedmont Community College, NC Cooperative Extension- Caswell County, and the Caswell Heath Collaborative as permanent seats of the Caswell Economic Development Commission. The motion was seconded by Mayor Pro Tem Gwynn and passed with and passed with a unanimous vote.

Item 8: Consideration and Amendment to Audit Accounts with Cobb, Ezekiel & Loy Company, P.A.

Town Manager Barnett explained that financial statements have been completed at this time by Stout, Stuart, McGowen & King PA firm, however the Audit of the financial statements have not been completed at this time due to death of the Auditor's husband and chronic illness she has suffered since suffered. Town Manager Barnett recommended that Town Council amend/ extend the contract to Audit Accounts with Cobb, Ezekiel & Loy Company, P.A. until May 31st, 2023, ensure that all statements have been reviewed properly.

Mayor Foster asked Town Council for a motion. Mayor Pro Tem Gwynn made a motion to amend/ extend the contract to Audit Accounts with Cobb, Ezekiel & Loy Company, P.A. until May 31st, 2023. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Item 9: Consideration and Adoption of Budget Amendment III for Fiscal Year ending June 30, 2023

Town Manager Barnett read aloud the Budget Amendment II for Fiscal Year ending June 30, 2023

BE IT ORDAINED by the Yanceyville Town Council that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2023:

Section 1. To amend the General Fund, the appropriations change as follows:

| | Decrease | Increase |
|--------------------------|----------|--------------|
| General Government | | \$ 39,387.00 |
| Budgetary Appropriations | | \$136,557.00 |

This will result in a net increase of \$175,944.00 in the appropriations of the General Fund Budget.

Section 2. To amend the General Fund, the revenues change as follows:

| | Decrease | Increase |
|-----------------------|----------|--------------|
| Other Revenue Sources | | \$175,944.00 |

This will result in a net increase of \$175,944.00 in revenues from the General Fund Budget.

Section 5. To amend the Special Revenue Fund, the appropriations change as follows:

| | Decrease | Increase |
|--------------------------|----------|-------------|
| Powell Bill – Restricted | | \$27,232.01 |

This will result in a net increase of \$27,231.01 in the appropriations of the Special Revenue Fund Budget.

Section 6. To amend the Special Revenue Fund, the revenues change as follows:

| | Decrease | Increase |
|--------------------------|----------|-------------|
| Powell Bill – Restricted | | \$27,232.01 |

This will result in a net increase of \$27,231.01 in the revenues of the Special Revenue Fund Budget.

Mayor Foster asked Town Council for a motion. After no further discussion, Councilman Tatum made a motion to approve Budget Amendment III for Fiscal Year ending June 30, 2023. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 10: Consideration and Adoption of Grant Project Ordinance # 2023- 2

Town Manager Barnett read aloud Grant Project Ordinance # 2023- 2 for the execution of the 2020 Cares Grant.

BE IT ORDAINED by the Governing Board of the Town of Yanceyville, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The grant project authorized is a Town grant provided from Caswell County.

Section 2: The grand project will be complete in accordance with the requirements set by the CARES Act of 2020 requirements and all relevant North Carolina state statutes.

Section 3: The following amounts are appropriated for the project:

| Account Name | Total Budget |
|--------------------------------|--------------|
| Council Special Appropriations | \$136,557.00 |
| Total Project Appropriation | \$136,577.00 |

Section 4: The following revenues are anticipated to be available for the project:

| Account Name | Total Budget |
|-----------------------|--------------|
| Grant Revenue | \$136,557.00 |
| Total Project Revenue | \$136,557.00 |

Section 5: The Finance Director is hereby directed to maintain within the grant project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 6: Funds may be advanced from the General Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 7: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 8: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 9: Copies of this grant project shall be furnished to the Town Clerk, Finance Director, and Town Manager for direction in conducting this project.

Mayor Foster asked Town Council for a motion. After no further discussion, Councilman Tatum made a motion to approve Grant Project Ordinance # 2023- 2 for the execution of the 2020 Cares Grant. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item: 11: Consideration of Budget Calendar for Fiscal Year 2023-2024

Town Manager Barnett explained that the Town of Yanceyville’s annual budget development process is the framework for communicating major financial operational objectives and allocating resources to achieve those objectives. This process is a complex undertaking involving the entire government. The process begins in March and ends in June. By state law, the Town must adopt an annual Budget Ordinance by June 30th of each year. Coordination of the process is essential to the development of the budget. To assist everyone with coordination, a general calendar of activities is summarized below.

March

Administration presents FY 2022-23 Budget Status as of February 2023 and provides end of year financial projections.

Administration establishes FY 2023-24 budget goals with Town Council.

April

Financial Consultant provides FY2024 revenue projections.

Administration develops FY 2023-24 Budget based upon established Town Council goals.

May

A preliminary budget is prepared and formally transmitted to the Town Council.

Preliminary budget is reviewed with Town Council at a special meeting.

June

Public hearing in accordance with state law. June 6, 2023.

Town Council adopts the budget by June 27.

*Administration – Town Manager and Financial Consultant

Detail processed listed below:

| | |
|---------------|--|
| March 6 -13 | Administration develops FY Budget Status Report as of February 28, 2023. |
| March 15 | FY 2022-23 Budget Status Report presented to LGC. |
| March 22 | Budget Workshop I: Kickoff Meeting with Town Council 6:00pm Budget Status Report presented with end of year projection. Budget Goals discussed and established by Town Council |
| April 1 – 15 | Administration develops FY Budget Status Report Through March 2023. |
| April 15 – 30 | Revenues and Appropriations for FY 2023-24 are projected based upon established Town Council goals |
| May 15 | Budget Workshop II/Special Meeting: FY 2023 -24 Preliminary Budget is presented to the Town Council 6:00pm |
| May 16 | FY 2022-23 Budget Status Report and FY 2023-24 Preliminary Budget presented to LGC. |
| May 22 | Budget Workshop III: Administration reviews the Preliminary Budget Changes identified by Town Council will be incorporated into the Final Budget 6:00pm |
| June 6 | FY 2023-24 Budget Public Hearing 6:00pm |
| June 27 | Special Meeting: FY 2023-24 Budget is adopted by Town Council 6:00pm |

Mayor Foster asked Town Council for a motion. After no further discussion, Councilman Tatum made a motion to approve Budget Calendar for Fiscal Year 2023-2024. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Item 12: Town Manager Report- Kamara Barnett

Town Manager Barnett indicated that she had a few announcements.

Town Manager Barnett indicated that back in December of 2022 Town Council approved the 2023 Town of Yanceyville Holiday and Meeting Schedule Town Council Meetings January 2023- March 2023 will begin at 6:00pm and April 2023- September 2023 meetings will begin at 7:00pm, then October 2023-December 2023 will begin at 6:00pm. Town Manager Barnett recommended keeping the meeting times consistent with 6:00pm to ensure that the public and media would be a part of our meetings and it would be less confusing.

Mayor Foster asked Town Council for a motion. After a brief discussion, Mayor Pro Tem Gwynn made a motion a change the meeting time of the Yanceyville Town Council meetings to 6:00 pm year- round. The motion was seconded by Councilman Tatum and passed with a unanimous vote.

Town Manager Barnett announced the Food Council Community Luncheon Tomorrow, Wednesday March 8th, 2023, at Co Square from 11:30-1:00pm

Town Manager Barnett also noted that the North Carolina League of Municipalities will be hosting the City Vision conference April 25- 27, 2023 in Concord, North Carolina all Council Members that would like to attend please let us know as soon as possible as registration has begun.

She added that the Security System for the Town Municipal Building has been installed at this time and that a training session will be provided to staff and vendors to ensure that everyone understands how the security system operates.

Town Manager Barnett indicated that she was extremely excited to have successfully submitted the grant application on behalf of the Town (utilizing Farmers Market Concept) to the North Carolina Tobacco Trust Fund Commission. There was a great deal of time dedicated to the application process. A special thank you Travis Hosieli, Caswell Cooperative Extension Director, Amanda Hodges, and Mayor Foster for providing assistant with the application process.

Town Manager Barnett noted that in 2020 Town Council decided to add another component to the Harris Billing Software that the Town currently uses, My Gov Hub. She indicated that it has taken quite a bit of time to integrate this component into our software successfully. Customers paying online with a credit or debit card will be a 3.5% surcharge fee for any online payments. Town Manager Barnett explained that the My Gov Hub component went live on February 1st, 2023. She noted that the ACH (Automated Clearing House) is an option to paying the water/sewer bill but has been turned off at this time until Harris Systems disables the feature that's adding a monthly charge to the Town account. ACH was not an option with the previous

system that the Town was utilizing however My Gov Hub allows you to pay the bill in real time. Consumers must set up an account to pay on online.

Town Manager Barnett noted that at the previous meeting we discussed the traffic study surrounding speed limits in the downtown area. Uniform speed limits were purposed for North Avenue, Main Street, Main Street East, and West Main Street also including Hooper Avenue would be 25 mph. There were several concerns and questions surrounding the use of traffic calming devices/ methods specifically in and around the West Main Street Community. NCDOT. However, after speaking with, Mr. Vance Barham, Traffic Engineer from our division he noted that NCDOT would not approve any type of traffic calming devices for the West Main Street community, but they will add additional signage on both sides of the street to alert drivers of the change in speed. If Town Council would like to move forward with the Uniform Speed limits, I need a motion from Council. After which NCDOT will provide an Ordinance for the change.

Mayor Foster asked Town Council for a motion. Councilman Tatum made a motion for North Avenue, Main Street, Main Street East, and West Main Street also including Hooper Avenue be 25 mph. (Uniform speed limits) in the downtown area. The motion was seconded by Mayor Pro Tem Gwynn and passed with a unanimous vote.

Town Manager Barnett noted that she would like to address the Public Comments that we received at our previous meeting regarding the website. She stated first allow me to say thank you for the comments from both Mr. Claggett and Ms. Hastings. Please realize that this is very important to me as the Town Manager. That said, often the more urgent items that come to the TOY office each day are prioritized first and thus the administrative items like web site updates, although very important, are not necessarily urgent, so they are delayed. Please know that in light of the concern with the updates, I have been able rearrange funding to allocate funds to pay for the service contract with the web designer. Updates have been made to the website and we will continue to make updates. There is a new link on the homepage under Stay Informed directs people to the informational directory including many tourism and county facts. In addition, to minutes and agendas links to the Chamber of Commerce and the Economic Development website both have been added. We are open to thoughts and suggestions.

Item 13: Town Attorney Report- Lee Farmer

None

Item 14: Informal Discussion/Public Comment- Discussion & Comments must directly relate to agenda items

Mr. Matthew Hoagland of 291 West Main Street Yanceyville, NC 27379 thanked Town Council for and outstanding job on the uniform speed limits and the Farmers Market being hosted at the Pavilion. He also wanted clarification on the online payment charge. Mr. Hoagland inquired if that would be an ongoing charge. Town Manager Barnett noted that the 3.5% surcharge fee would be applied only to online payments. Customers can pay here at Town Hall with a check or cash and there is no fee applied. She noted that My Gov Hub is live, and

payment is accepted in real time. The additional charges does not come to the Town the card system that the Town is utilized receives the fee.

Mr. Hoagland also inquired about the AIA grant. Town Manager Barnett indicated that at the time she has not present any details regarding the Asset Inventory and Assessment Grant for Water and Wastewater because she has not received the official award letter from the North Carolina Department of Environment Quality. She noted that the Division of Water Infrastructure DWI had reviewed the applications and approved our projects and the Town is eligible to receive \$400,000 with neither a required match or grant fee.

Mr. Hoagland also brought up the audit and stated that as county planner he also deals with state legislation. He stated that he felt the legislation was designed to benefit large counties and towns and not beneficial to smaller towns and cities. He didn't know if the town needed to reach out to legislators regarding small towns and cities with populations under 5,000 or 10,000 residents.

Mrs. Tamara Bennet, 216 Main Street Yanceyville, NC 27379 inquired about the water bill payment process. Mrs. Bennet wanted to know if she had an option to set up ACH with no charge. Town Manager Barnett explained that feature had been turned off at this time as it was charging the Town to process payments. Town Manager Barnett noted that the feature was being reviewed at this time by Harris, our software company.

Mrs. Bennett expressed concerned about her water being discolored and the strong smell of bleach. She noted that she has had issues with her water for a while. Mrs. Bennett indicated that she had spoken with the Town Manager in regard to her water issues and she had sent someone out to test the water but didn't receive any results. Mr. Gary Stainback, Inframark representative ask Mrs. Bennett to provide her contact information so that a Inframark representative could come by and test her water again and provide content. Mrs. Bennett indicated that she has called several times with complaints about water and was told that she didn't have a water problem.

Mayor Pro-Tem also stated that she has had the same issue since 2020 and was wondering how widespread the problem was or if people just weren't saying anything. She stated that the Town needs to get information out to make sure customers are informed. She stated that she has had issues before and was told it was her problem. Mayor Pro Tem Gwynn reiterated that she has experienced discolored water since 2020. She noted that on her best days it was yellow and worst it was rust colored. Mrs. Bennett stated that it often happens like clockwork especially on the holidays with discoloration. She expressed that she doesn't have social media and would love to see updates when the Town is experiencing issues with water on the emergency management page of the website.

Mayor Foster explained that when the valve malfunctioned at the Water Treatment Plant on Christmas Eve the water reversed directions breaking lose any sediments in the distribution system. He noted that if residents and businesses who don't use a lot of water will continue to be discolored until the water is flushed from the water lines.

Mayor Pro-Tem Gwynn stated that it wasn't about the bill/money, she doesn't want a Camp Lejeune or Flint MI situation to happen here in the Town.

After a lengthy discussion, Town Manager Barnett reiterated that any disturbances in the water system can cause discoloration and the Town along with Inframark will continue to work towards a solution to the water concerns.

Item 15: Adjournment

Mayor Foster asked Town Council for a motion. After no further discussion, Councilman Tatum made a motion to adjourn the Town Council Meeting. Mayor Pro Tem Gwynn seconded the motion that passed with a unanimous vote. Meeting ended at 7:10pm

Kamara Barnett, Town Clerk and Georgetta Swann, Deputy Clerk prepared the above minutes. They represent a brief description of those matters that were addressed at this meeting.

Respectively Submitted:

Alvin Foster, Mayor

Kamara Barnett, Town Clerk

Georgetta Swann, Deputy Clerk